



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard, SPHR
Director

TITLE: REENTRY COORDINATOR (*Provisional Appointment)
SALARY: \$44,012 - \$56,611 annually
LOCATION: Monroe County Department of Public Safety/Office of Probation - Community Corrections

JOB SUMMARY:

This position is responsible for promoting and coordinating local community planning efforts to reduce recidivism rates of returning adult and juvenile offenders by ensuring offenders returning to their communities from federal, state, and local incarceration facilities, as well as other clients involved with the criminal justice system, are afforded the best possible opportunities and refrain from committing new crimes. Duties include grant and report writing, community education and task force coordination. The employee reports directly to, and works under the general supervision of, the Chief Probation Officer. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's or Bachelor's degree plus two (2) years paid full-time or its part-time equivalent experience as a program coordinator of a reentry program for parolees or probationers, OR program development or implementation of a program established to assist parolees or probationers to receive community services such as substance abuse treatment, employment search assistance, training/education, etc.;
- (B) Four (4) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (C) An equivalent combination of education and experience defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT(S):

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

Send Civil Service Application to:	Monroe County Department of Human Resources 39 W. Main Street - Room 210 Rochester, NY 14614-1471
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Posting Deadline: January 6, 2012

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) on the examination list in order to be eligible for permanent appointment.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471

PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.

An Equal Opportunity Employer